

Summary of Grant Application Evaluation Process

Application Evaluation Methodology

- Regulatory requirements were grouped according to the seven Bond Act review factors to which they relate:

<i>BOND ACT FACTOR</i>	<i>RATING ELEMENTS</i>	<i>METHODOLOGY</i>	<i>RATING CATEGORIES</i>
<i>Needs of urban and rural areas</i>	<ul style="list-style-type: none"> • County location of project 	<ul style="list-style-type: none"> • Creation of maps showing the location of each project 	<ul style="list-style-type: none"> • N/A
<i>Population growth</i>	<ul style="list-style-type: none"> • 1980 Population • Projected 2020 population 	<ul style="list-style-type: none"> • Percentage of population change 	<ul style="list-style-type: none"> • Application form
<i>Age and condition of existing library</i>	<ul style="list-style-type: none"> • Dates of library construction and building renovation • Physical condition of the existing library 	<ul style="list-style-type: none"> • Ranking of library facility age & renovation dates • Review of: <ul style="list-style-type: none"> ○ Community Library Needs Assessment section concerning existing library facility ○ Visual record of existing library 	<ul style="list-style-type: none"> • Ratings from 0-4* <ul style="list-style-type: none"> ○ No existing library ○ Poor Condition ○ Acceptable Condition ○ Good Condition ○ Very Good Condition <p>* Because this category assists in demonstrating the need for a new or improved facility, an existing library in very good condition rates lower than one in poor condition.</p>

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<i>Inadequacy of the existing library in meeting the needs of residents and the response of proposed project to meeting the needs</i>	<ul style="list-style-type: none"> • Determination of the needs of residents of the library service area • Library services planned to respond to the specific clientele and community • Physical space planned to accommodate needed services 	<ul style="list-style-type: none"> • Review of narrative information submitted in: <ul style="list-style-type: none"> ○ Community Library Needs Assessment ○ Library Plan of Service ○ Library Building Program ○ Conceptual Drawings • As appropriate: <ul style="list-style-type: none"> ○ Joint Use Cooperative Agreement ○ Structural and other studies ○ Lease/lease purchase agreements 	<ul style="list-style-type: none"> • Ratings from 0-4: <ul style="list-style-type: none"> ○ Outstanding ○ Very Good ○ Acceptable ○ Limitations ○ Serious Limitations
<i>Plan of Service integrates appropriate electronic technology</i>	<ul style="list-style-type: none"> • Application of technology appropriate to the needs of the service area residents is used to deliver required/desired library services 	<ul style="list-style-type: none"> • Review of narrative information submitted in: <ul style="list-style-type: none"> ○ Library Plan of Service ○ Library Building Program ○ Conceptual Drawings 	<ul style="list-style-type: none"> • Ratings from 0-4: <ul style="list-style-type: none"> ○ Outstanding ○ Very Good ○ Acceptable ○ Limitations ○ Serious Limitations
<i>Appropriateness of site for the proposed project</i>	<ul style="list-style-type: none"> • Site is appropriate for the needs of this library clientele and the proposed facility 	<ul style="list-style-type: none"> • Review of: <ul style="list-style-type: none"> ○ Narrative information submitted in Application Form ○ Visual record of site ○ Boundary survey ○ Site Plan ○ Area Plan ○ Site/Area Maps 	<ul style="list-style-type: none"> • Ratings from 0-4: <ul style="list-style-type: none"> ○ Outstanding ○ Very Good ○ Acceptable ○ Limitations ○ Serious Limitations

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<i>Financial capacity of applicant to open and maintain operation of the library (new public libraries only)</i>	<ul style="list-style-type: none"> • Narrative statements regarding financial capacity on the Application Form • Resolution of applicant's governing body 	<ul style="list-style-type: none"> • Review of information 	<ul style="list-style-type: none"> • N/A

- Members of the review panel, comprised of OLC professional staff, independently reviewed and rated each regulatory requirement as applicable to its project category.
- After all review panel members completed the evaluation, the evaluations were combined to determine an average rating for each Bond Act factor was assigned according to Overall *Rating Determination Guidelines*.
- An overall rating for the application was determined by applying the Overall Rating Determination Guidelines, based on the number of ratings in each rated category.

OVERALL RATING DETERMINATION GUIDELINES

Overall Ratings are assigned using the highest possible rating, according to the following rules:

OUTSTANDING

- At least 3 ratings of Outstanding
- The 4th rating no lower than Acceptable

VERY GOOD

- At least 3 ratings no lower than Very Good
- The 4th rating no lower than Acceptable

ACCEPTABLE

- At least 3 ratings no lower than Acceptable
- The 4th rating no lower than Limitations

LIMITATIONS

- No rating lower than Limitations

SERIOUS LIMITATIONS

- At least one rating of Serious Limitations in any category

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- OLC staff completed a two-page *Individual Application Summary* for each application, comprised of a summary of the review panel comments and key identifying information compiled from the project Application Form.
- The *Office of Library Construction Findings* document groups the applications according to their overall rating category and lists them alphabetically within that rating category

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Appendix 1 Education Code Section 19998 (a) (4)

Sec. 19998. Consideration in reviewing applications.

(a) In reviewing applications, as part of establishing the priorities set forth in Section 19994 the board shall consider all of the following factors:

- (1) Needs of urban and rural areas.
- (2) Population growth.
- (3) Age and condition of the existing library facility.
- (4) The degree to which the existing library facility is inadequate in meeting the needs of the residents in the library service area and the degree to which the proposed project responds to the needs of those residents.
- (5) The degree to which the library's plan of service integrates appropriate electronic technologies into the proposed project.
- (6) The degree to which the proposed site is appropriate for the proposed project and its intended use.
- (7) The financial capacity of the local agency submitting the application to open and maintain operation of the proposed library for applications for the construction of new public libraries.